

Chief Information Officers (CIO) Council Charter

Revised 26 July 2007

Deleted: 31 May 2007

I. Background

The Chief Information Officers (CIO) Council has evolved from several predecessor organizations that have served a similar function for state government since the 1970s. Most recently this group was known as the Information Technology Management Committee (ITMC). Prior groups have been known as the Information Management Committee, The Telecommunications and Information Management (TIM) Council, and the Communications Advisory Council (CAC). The common theme that has carried through these organizations has been the function of providing a focal point for information technology professionals to gather and share information.

II. Mission

It is the mission of the CIO Council to promote policies and practices for effective use and management of information technology for the State of Iowa. The CIO Council can assist those responsible in government for achieving efficient use of these resources by providing leadership and fostering collaboration regarding technology and information management among all members of the state enterprise.

III. Objectives

The objectives of the CIO Council include:

- A. Serve as the focal point for CIOs within government to share information among themselves as well as provide group input to State CIO and enterprise service providers such as the Department of Administrative Services - Information Technology Enterprise (DAS-ITE) and the Iowa Communications Network (ICN).
- B. Provide input and feedback on both policy and technical issues to enterprise entities such as the Technology Governance Board (TGB) and the Iowa Telecommunications and Technology Commission (ITTC).
- C. Provide a coordination point and a forum for all technology related user groups and others to enable those groups to most effectively meet and communicate their goals and needs.

- D. Promote exchange of information among member organizations to facilitate the development of technical knowledge and understanding regarding information management and technology.
- E. Promote research, development, evaluation and use of advanced information technologies appropriate to state government.
- F. Maintain active liaison with organizations having expertise relevant to the use and management of information technology resources.
- G. Promote education and training in management of information technologies and resources as essential components of professional development of the state work force.

IV. Organizational Relationships

- A. The CIO Council shall maintain a relationship, which ensures two-way communication with the State CIO and each of the following organizations: the TGB, ITTC, DAS-ITE, and the ICN.
- B. The CIO Council shall create and/or serve as the focal point for various groupings of technology related communities of interest.
- C. The CIO Council shall foster relationships with vendors and other entities as appropriate.

V. Membership

Membership is open to all state government organizations in Iowa. The CIO Council shall maintain a list of recognized organizations for membership purposes. Each organization shall designate one (1) member to serve on the CIO Council. These members shall have all voting rights and represents their organization with those voting rights. The organization's director shall choose a person who can best represent their organization's information technology needs and perspective. This individual shall be empowered to speak for the organization in matters relating to technology policy. A member may designate a proxy for a specific meeting in situations where a vote is required.

VI. CIO Council Executive Committee

A. Composition

The CIO Council Executive Committee shall consist of the Past-Chairperson, Chairperson, Vice-Chairperson, and Secretary.

Deleted: VI. Officers and Committees ¶

A. Chairperson - The members of the CIO Council shall elect a chairperson who shall preside over the CIO Council. ¶

B. Vice-Chairperson - The members of the CIO Council shall select a Vice-Chairperson. The Vice-Chairperson's duties shall include the preparation of minutes for the meeting and the scheduling of sites for the meeting. ¶

C. Length of Term/Election - The Chairperson and the Vice-Chairperson shall each serve a two-year term beginning July 1, each year ending in an odd number. The term of office shall begin July 1 following the biennial election, which shall be held in May. ¶

D. The Chairperson is authorized to establish ad hoc committees and appoint committee members as needed. ¶

E. An Executive Committee is established and shall consist of the Chairperson, Vice-Chairperson and two additional members of the CIO Council as appointed by the Chairperson and approved by the CIO Council. Their duties may include but are not limited to the following: ¶

- Define long term planning objectives for CIO Council ¶
- Coordinate key initiatives of the CIO Council ¶
- Review membership and levels of participation for purposes of maintaining an active membership. ¶

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Executive Committee Members shall be members of the CIO Council. Terms of service for the CIO Council Executive Committee shall follow the Iowa State Fiscal Year, July 1 through June 30, inclusively.

B. Duties of Vice-Chairperson

The Vice-Chairperson shall be elected annually by the CIO Council and shall serve in the capacity of Vice-Chairperson for one year. The Vice-Chairperson will then become Chairperson. The Vice-Chairperson will assist the Chairperson in the discharge of the Chairperson's duties as requested and, in the absence or inability of the Chairperson to act, shall perform the Chairperson's duties. The Vice-Chairperson shall be an ex-officio member of all committees of CIO Council. The Vice-Chairperson is authorized to officially represent CIO Council with other organizations. The Vice-Chairperson shall ascend to the office of Chairperson at the end of the Chairperson's term and a new Vice Chairperson will be elected to fill the vacancy.

C Duties of Chairperson

The Chairperson shall be the immediate past Vice-Chairperson and shall serve for one year. The Chairperson shall preside at all meetings of CIO Council. The Chairperson shall be an ex-officio member of all committees of CIO Council. The Chairperson is authorized to officially represent CIO Council with other organizations. The Chairperson shall ascend to the office of Past-Chairperson at the end of the Past-Chairperson's term.

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D Duties of Past-Chairperson

The Past-Chairperson shall be the immediate previous Chairperson and shall serve for one year. The Past-Chairperson shall be an ex-officio member of all committees of the CIO Council. The Past-Chairperson is authorized to officially represent CIO Council with other organizations.

E. Duties of Secretary

The Secretary is elected and shall serve for two years. The Secretary shall record meeting minutes of regular CIO Council meetings and Executive Committee meetings and make them available to the membership. Additionally, the Secretary shall monitor attendance by CIO Council members. In that role, the Secretary shall maintain the official register of CIO Council members, list of officers, and terms in office. The Secretary may

officially represent CIO Council at any function when assigned to do so by the Chair or Vice-Chair.

F. Removal from Office

Executive Committee members may be removed by a majority vote of the Council members and replaced with an existing Council member by a majority vote of the members.

G. Resignation and Replacement

If a position of the Executive Committee is vacated, the vacating officer shall appoint a replacement for that position subject to the approval by simple majority vote of the CIO Council. If a simple majority does not approve the replacement candidate or if the length of time until the next scheduled election of officers exceeds twelve months, a special election shall be conducted.

H. Other Executive Committee Responsibilities

The Executive Committee will conduct business deemed necessary by the Chairperson and may refer matters of business to a proper committee. The Executive Committee's duties may include, but are not limited to, the following:

- Define long term planning objectives for CIO Council
- Coordinate key initiatives of the CIO Council
- Review membership and levels of participation for purposes of maintaining an active membership.
- Prior to the first quarterly meeting of the CIO Council calendar year, establish a proposed list of standing committees for approval by the CIO Council.
- Establish ad hoc committees and appoint committee members as needed.

I. Elections to Executive Committee Positions

CIO Council members shall elect the new Executive Committee positions of Secretary and Vice-Chairperson as the first order of new business at the first quarterly meeting.

Installation into office shall take place as the last business item of the meeting where the result of the election was accepted..

J. Election Procedures

Election shall take place through an acceptable means of voting: such as a show of hands, paper ballot, electronic means, or via oral

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vote.

The results to CIO Council vote shall be posted via an official form of communication of CIO Council. The outcome of the elections shall be determined by a plurality of those voting. In the case of a tie vote, a run-off election shall be held immediately.

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VII. Meetings

- A. The CIO Council shall meet at least quarterly.
- B. The CIO Council shall invite participation by various groupings of technology related communities of interest as appropriate.
- C. 50% of the membership shall constitute a quorum. Votes on issues shall be decided by a simple majority of the members present.